

Governor's Interagency Coordinating Council (ICC) Meeting Minutes January 8, 2015

Attendance

Members: Lisa Backer (for Melvin Carter), Ruth Ann Rosenwinkel (via phone), Clarissa Johnston, Karen Adamson, Catherine Wright (for Glenace Edwall), Maya Nishikawa, Sharon Henry-Blythe, Tim Finn, Judy Swett

Staff: Kara Tempel, Kelly Monson, Jenny Moses, Carol Maliszewski

Guests: Kerri Miller, Judy Kelly (via phone), Rene Arndt (via phone), Becky Tennis-Hanson (via phone), Candy Malm (via phone), Cathy Lombard, Becky Crane, Renee Radeunz, Vincent Vu, Marty Smith, Shawn Holmes, Katy Schalla-Lesiak

January 2015 agenda approval

Motion made and seconded to approve agenda as presented. Agenda approved.

October 2014 minutes approval

Minutes were approved as written with no comments or discussion.

Public Comment Period

The Regional Interagency Early Intervention Committees (IEIC) in attendance were asked what was a positive take away from the November 2014 IEIC workshop day and what they would like to see moving forward.

Region 3 stated that it is good to get together and have a face-to-face opportunity to hear people, get information and have open communication with the state.

Region 10 liked the state updates and appreciated Joanne Mooney's presentation regarding child welfare. They are able to get ideas from other regions and would like to see the annual meeting continue.

Region 6 appreciated the bag of outreach materials from Region 11. They are talking more about promoting screening at well-child checkups. They are encouraged about the idea of a common brand.

ICC Membership, Resignations, Replacements and Attendance

Kara Tempel reviewed the recent membership changes and current vacancies. Glenace Edwall is retiring from The Minnesota Department of Human Services (DHS) in late January 2015. A discussion was held around the lack of attendance by the house representative member.

Action: Judy will contact Susan Allen. Judy will also contact Glenace about notifying the appropriate people about Catherine serving as a temporary member until a new Human Services Representative is appointed.

Action: Karen Adamson will contact Senator John Hoffman.

Executive Committee Membership

There is an opening on the Executive Committee due to Kathy Nelson-Messer's resignation. There was a brief discussion about the purpose and time commitment of the committee. No members volunteered to be on the committee at this time.

Action: Kara Tempel will send out an email to the ICC committee about the Executive Committee and if anyone is interested, they should contact her by Friday, January 16. The committee can vote via email if anyone comes forward.

Clarissa Johnston asked if there is an ICC Legislative Committee, to which the answer is yes, though there is currently only one member.

State Personnel Development Grant (SPDG) – Loraine Jensen

Loraine shares a project abstract for SPDG. Loraine would like a letter of support to be written on behalf of the ICC to support the submission of this grant and the proposal is due January 29, 2015. The ICC and Special Education Advisory Panel (SEAP) would be looked at as the primary advisory group for this grant. One million dollars per year for five years is being requested. The previous Part C Autism Spectrum Disorder grant is evolving into the autism navigator with this new grant submission. They are taking what they learned from the previous grant and extending it into this grant. The focus is on informing professionals about the needs of families as well as informing parents about their part in evidence based prevention. The intent is to make sure that the work that is in SPDG is in line with the work that we are already doing. Family Guided Routines Based Intervention (FGRBI) is one example of an evidence based intervention for young kids with disabilities. The Kindergarten through grade 12 State Identified Measureable Result (SIMR) focus is on graduation rates for black and Native American children for which there are four priority districts. Focus for Part C is broader – looking to Lisa to provide existing information and language. Our SIMR has not been decided yet for Part C. If they get the grant they will keep us up to date at our quarterly meetings.

A discussion around the letter of support and the Autism Navigator was held. The ICC would like the Autism Navigator to be included as a future agenda item.

Action: Kara Tempel and the Executive Committee will discuss adding the Autism Navigator to a future ICC agenda.

Lisa Backer made a motion to submit a letter of support for the submission of the SPDG. A motion was made and seconded. Discussion around the letter was held and the ICC would like to see the letter of support before it is sent on to Loraine. They feel the grant would support activities we are already engaged in. It also enhances them to some degree. Maya Nishikawa commented that the grant structure is great but the work needs to be sustainable. A member asked if the money could be used to develop a state infrastructure to provide ongoing coaching around specific practices. The motion for Judy Swett to write a letter of support for the SPDG was passed.

Action: Judy will write a letter of support and submit it to the ICC for review by Friday, January 16.

Interagency Early Intervention Committee Summative Evaluation – Presentation by Management, Analysis and Development (MAD)

The focus on the summative evaluation was on process and outputs, not post-evaluation activities. They reached all regions through interview or survey. They did an online survey to reach IEIC members. In reviewing the formative evaluation, nine out of 16 recommendations have been completed. The new findings are very similar and there are five “buckets” of recommendations.

Infrastructure and Organization

An ICC member commented that Public Health feels a greater sense of separation. It is a challenge to make sure physicians and providers know about Help Me Grow (HMG). This was different when it was a local structure. It is about relationships. A comment was made that branding should help with that issue. More qualitative data about the things that feel like they were lost would be helpful from a systems perspective. Data will also be useful for the National Help Me Grow (NHMG) process.

Communication

An ICC member commented that Public Health played a very important role in connecting to the medical community. The system needs to make sure they are being used effectively.

Outreach and Local Connections

The committee discussed HMG materials and distribution. With the increase in the number of referrals, are districts able to meeting those demands? It was asked if the number of referrals from the local level has decreased as the state volume has increased. This is difficult to track as an enrollment record is created at the point of evaluation and districts are not obligated to collect primary and secondary referral sources.

Judy Kelly from Region 3 stated that they have a child find subcommittee collecting information on referral source, age at time of referral and reason for referral. They are trying to compare their data with the census to target activities and locations of outreach as well as agencies to focus on.

Region 11 collects the primary referral sources from districts and is trying to decide if or how they will continue to do it.

Data Collection

The committee discussed statewide collection and the data that is collected on the referral form.

Data privacy is an ongoing issue. It was suggested that the Minnesota Department of Education (MDE) provide some guidance about required referrals.

Commenters stated that IEICs should get the same communication from MDE that the school districts receive or at least send out links to where things are posted. Clinics may not be clear on who will be contacting the families once the referral is made, which could lead to the feeling of cold calls by the districts. A suggestion was made to add information to the form about what happens after a referral is made. Region 11 stated that they are working on this with Risdall.

Expenditure Data

Carryover of funds was high in the first couple of years. Carryover of funds was also high with the previous structure.

A discussion was held regarding the IEIC and Special Education Administrative Units' (SEAU) funding and carryover and the increase of children referred, etc. SEAU compliance has increased since the restructure even though their spending has remained stable. There was also the issue of the American Recovery and Reinvestment Act funds and the increase in resources. There was also a criteria change during that period of time.

Recommendations Discussion

MAD would like to get the report finalized and back to MDE within the next week or two.

Lack of clarity around the role of the ICC

It was suggested that the list of ICC members and how to contact them be posted on the MDE website.

Action: Kara will post members' names, phone numbers and emails to the ICC webpage.

When new members join the ICC there is a binder that they receive to serve as an orientation. There was also an orientation in June 2012 after this committee was appointed. It was suggested that there also be an orientation for members who come in midterm.

The Communication subcommittee put together a flow chart on how the ICC, IEICs and MDE relate to each other.

Action: Judy will get the flow chart from the Communication subcommittee and will send it out to the IEICs and the ICC. Kara will check into posting it on the MDE website.

Action: Kara will post the statute regarding the ICC on the MDE website.

At the IEIC level, some regions give highlights about the ICC meetings at their regional meetings. Some regions provide an orientation about the ICC to new IEIC members. Regions should be encouraged to share information from ICC meetings.

As new members are recruited, particularly Head Start, the focus should be on regions that are not represented on the ICC (Regions 1, 2, 4, 5, 6, 8 and 10). The Minnesota Association of County Social Service Agencies (MACSSA) would recommend the County Social Service Representative appointment.

Each member of the ICC needs to take responsibility for our communication with our constituent groups throughout the state.

With the roll out of NHMG, it was asked if ICC members are on the workgroups. A survey was sent out statewide and if ICC members applied to be on a workgroup, then they were assigned to one.

Inconsistent messages from the three state agencies

There needs to be a way to improve communication between the three state agencies. A statewide interagency agreement, NHMG and other efforts will help with this. We need to continue to figure out ways and be mindful that there are multiple agencies involved. The responsibility goes both ways for communication.

Local connections

The ICC felt unsure as what recommendations they could give in this area. Some local groups continue to meet though they are not IEICs and there is no funding to support them. These local connections might start naturally happening as we move forward with NHMG.

Parent representation on IEICs

It was suggested that perhaps, given the focus of the IEICs, that parent representatives may no longer be needed. State legislation requires that we have parent representatives on the IEICs, so we cannot have regions disregard this. Membership committees could look at this and maybe gather or produce materials about parent recruitment. There is parent leadership in communities already so how do we tap into that? Family Voices has parent volunteers that could also be accessed; same with Partners in Policy Making. IEIC legislation says parents of children under the age of 12 are required members of IEICs. Regions need to think creatively about how to get parents involved.

Reaching out to diverse populations

How do we find and engage members of diverse communities? Has there been thought given to how interpreters are trained? The Special Education Policy Division at MDE works on this as support to the special education system.

We need to think of ideas on how to recruit a homeless liaison that has experience with young children or how to train existing ones about young children.

Part C funding allocations

Lisa encouraged the ICC to look at the federal allocation now that we are three years post restructure. Judy made a motion that we establish a workgroup to look at the current funding using information from the IEIC report and other information that is important. Motion made and seconded. The workgroup will report back to the ICC with recommendations and then the ICC would make another recommendation to MDE for how to adjust the funding. Any changes would need to go into our Part C application so we may need to look at those changes to be implemented by July 1, 2016. Motion carried.

Action: Kara will solicit members for a Part C funding workgroup.

State Performance Plan (SPP)/ Annual Performance Report (APR)

Lisa Backer shared the proposed targets for the next five years. From the discussion, it was suggested that we include on the agenda for March a discussion about where children are currently being served and if this would be a good training topic for Individualized Family Service Plan (IFSP) team members.

Comments were made that it makes sense to put a cap of 95 percent on the natural environments target to allow for other settings for infants and toddlers who cannot receive their services in a natural environment.

Action: Kara Tempel and the Executive Committee will add a discussion about where children receive their Part C services and having it be a training topic for IFSP team members to the agenda for March 2015.

Indicator C4

The committee discussed the Family Outcome Survey return rate. School districts know what their response rates are.

Indicator C5

The eligibility criteria change in 2007 may have impacted 2008 data. The new screening initiative will also figure into this.

Indicator B6

The discussion focused on dosage of services and inclusion.

Indicator C3

A decrease in child outcomes could be a product of higher quality data (entry and exit ratings).

Indicator B7

Districts are supposed to use an age anchored tool when completing assessment. There could be difficulty in completing the child outcome summary form. The state has the ability to adjust targets up and down as we go. It is about having individual programs incrementally improve.

State Systemic Improvement Plan (SSIP)

The SSIP is due to the federal Office of Special Education Programs by April 1, 2015. Our SSIP focus is on birth to age five.

The State Identified Measureable Result (SIMR) needs to be a child outcome and we need a recommendation from the ICC on which outcome should be the SIMR focus. MDE got feedback from Early Childhood Special Education (ECSE) leaders and from special education directors already.

Emotional and behavioral regulation falls more under Outcome A but impacts all of them. One suggestion to go with Outcome A since it is the foundation. A comment was made that Outcome A is the key to kindergarten readiness.

Jenny Moses, Part B 619 coordinator, shared her own opinion about using Outcome B and gave her rationale. They are all intertwined.

MDE will take input from ICC and will also wait to see what comes out from the Governor's office. We have a lot of discretion as to what our SIMR will be.

We already have the pyramid model going on through the state and are working on scaling that up, which fits well with Outcome A.

The ICC is making a strong recommendation for Outcome A but we also need to wait to see what comes out in the Governor's budget (ex. Read Well by Third Grade), so the two are aligned. This will be a five year plan.

We need to engage stakeholders in coherent improvement strategies. We will have improvement strategies around our workforce as well as the professional development system.

Do we focus on children exiting at age level or making greater than expected progress? Is exit at age level reasonable given our population? There are 6000 kids in the data set on any given year who exit with six months or more of service. Greater than expected progress is more inclusive of children with disabilities due to the increase in severity of disabilities.

Resolution:

Focus on greater than expected progress in either Outcome A or B depending on the Governor's budget and MDE will defer to the one that is more closely aligned with the Governor's plan.

This whole group will review the entire package when we meet on March 12 rather than approving something today. The ICC is giving MDE guidance. Lisa will hold focused discussion groups to focus in on the strategy in the second week of February, 2015.

Responsibility Chart

We reviewed the responsibility chart with the ICC. A suggestion was made to add the role of the ICC to the first page for clarity. There was a discussion regarding the IFSP development section and Central Directory section.

Action: Kara will revise the document based on the comments and discussion.

Child Find and Public Awareness Materials

Judy recapped the issue around the materials as it relates to consistency stateside and issues related to NHMG. This is a multi-faceted issue from production to distribution.

There is a style guide that Risdall has for their products.

Help me grow is going to be bigger than ECSE so we need to think about a brand for ECSE.

Discussion around whether or not MDE take over distribution until we find out what is happening with HMG. Should the regions not produce anything else at their level?

If we do not go with NHMG, all materials will need to change due to copyright and trademark issues. Our one year technical assistance contract goes through October 2015. Individual regions should stop producing any more materials and Region 11's products will be the only ones used until the technical assistance contract is complete.

Action: Kara and Kelly will check with Region 11 to see where they are at on distributing the materials – it would be a short term thing if they were to continue.

A motion was made that the IEICs should not create or print any more materials but can continue to distribute their materials until they are gone. As other regions run out of their materials, Region 11's materials will be the only ones purchased and distributed by the other regions. Region 11 will monitor their production and distribution so we do not end up with a surplus at the end of the technical assistance year. Regions should use a place holder for supplies and materials knowing that the look of materials may change regardless of the outcome with National Help Me Grow. Judy seconded the motion and the motion passed after discussion.

Nothing will change in this current fiscal year. Regions should only order enough to get through to October first 2015. Something will change as a result of the exploration; we just do not know what it is yet.

Motion to adjourn the meeting and seconded. Approved.